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Performance DNA Administrator Guide

Admin Report User Filter – Hierarchy

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You can use the organizational hierarchy as a filter within the Admin report by selecting the **Add Filter** button under the **Edit User Filter** section of the **Admin Reports** page.

300px

You will then be presented with a drop down as displayed in the example below:

300px

The hierarchy will then be presented to either expand it as required and select the relevant nodes or select a specific position. To include any subordinates simply increase the number of **levels** as required.

Click on the **Save** button to apply the filter for reusing at a later date. To select and use an existing filter select **Load Filters** and click on the required filter or to remove a filter click on the filter name and after selecting it click on **Remove**.